



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position:	Parks & Recreation Business Manager
Requisition:	15-010
Department:	Parks and Recreation
Position #:	0054-001
Opening Date:	April 17, 2015
Closing Date:	May 1, 2015 or until filled
FLSA Status:	Exempt
Salary:	\$28.37 per hour - \$35.46 per hour

GENERAL DESCRIPTION:

This is advance work in coordinating and supervising various parks departmental operational activities and functions. Responsibilities include assisting departmental assistant managers and managers in resolving operational problems, developing and analyzing divisional operating budgets, cost analysis and control, conducting research and preparing related reports, analyzing financial reports and preparing recommendations for corrective actions, collect fees from the park programs, grants administration, expenditure controls, procurement, inventory controls, and personnel administration. Must be able to exercise administrative knowledge in providing assistance on a wide variety of departmental managerial projects and issues.

ESSENTIAL JOB FUNCTIONS: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Assists superiors and other departmental officials and managers in the analysis and resolution of complex managerial problems.

Develops narrative information required to analyze income and expense reports for proposed departmental and divisional budgets; prepares and obtains approval of final budget documents; attends departmental budget meetings to assist in justifying and defending budget requests; approves budget charges generated in accordance with approved or revised budgets; exercises responsibility for keeping various divisions within budget allocations and makes recommendations concerning corrective actions.

Prepares and monitors expense and revenue budgets, administers reviews, and analyzes departmental budgets. Provides superiors with status reports on financial condition of various funds.

Prepares requisitions for service or capital equipment, reviews bids and make recommendations for award. Monitors work and process requests for payment; assists with securing contractual labor and coordinates work with departmental officials.

Examines management information systems for the Parks & Recreation Department; develops management information systems and report formats for submitting information to the department director to assist in making informed management decisions.

Designs inventory control procedures for the receipt and distribution of materials and supplies.

Develops and maintains administrative policies and procedures to provide information flow from subcontractors and programs to division and funding sources; negotiates and prepares drafts of leases, permits and agreements with vendors or potential vendors, their attorneys or representatives; obtains final agreement with vendors.

Negotiates and manages department lease agreements and contracts, including concessions, budgets and works with staff on developing contracts for programs. The Business Manager must also ensure that all language is correct and accurate before sending to the department director.

Prepares and reviews City Council resolutions and agenda reports for completeness and accuracy.

Plans, coordinates and reviews work plans for special projects and responsibilities; conducts and attends staff meetings to analyze, evaluate, and review administrative programs, policies, and procedures.

Prepares monthly division status activity reports and work order reviews.

Operates personal computer hardware to utilize word processing, database, spreadsheet, and graphics presentation software programs; operate a calculator.

Assist in developing departmental policies to be reviewed by the departmental director.

Other related work will be assigned by the departmental director.

Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles of general management, public and business administration and their application.

Knowledge of supervisory principles and practices.

Thorough knowledge of the policies and procedures used in large scale budget preparation, justification, monitoring and reporting.

Knowledge of basic accounting principles, practices and procedures and their application.

Knowledge of the use of data processing and cost accounting systems.

Knowledge of inventory control.

Knowledge of the principles and practices of modern office administration.

Ability to train employees in the area of assignment.

Ability to exercise judgment and discretion in devising, installing and interpreting department regulations, policies or procedures.

Ability to understand and interpret financial statements and make effective recommendations concerning fiscal operations.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to provide effective assistance in coordinating and directing operations of the Park & Recreation Department.

Ability to establish and maintain effective working relationships with subordinates, other employees, supervisors, departmental officials, and a variety of public and private officials and the general public.

Ability to express ideas and information clearly and concisely, verbally and in writing.

Ability to discern and extract pertinent facts from oral and written guidelines, policies and procedures and apply them to a variety of problems.

Ability to evaluate administrative operations to determine if departmental goals and objectives have been met.

Education & Experience Requirements:

Bachelor's degree in Business Administration, Public Administration, Accounting or equivalent and three or more years of increasingly responsible administrative and/or accounting related experience. Must possess and maintain a valid Driver's License.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

Work is performed in an office setting within a controlled environment. The employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or Fax to: (305) 474-1286**